



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 8, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name.

DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT CAROL MEYER TO THE POSITION OF EXECUTIVE MANAGER, HS

Consistent with the August 4, 1998 Board-approved policy on management appointments, the Department of Health Services (DHS) requests authorization to appoint Ms. Carol Meyer to the position of Executive Manager, HS, at an annual salary of \$152,060.64 (\$12,671.72/month), placing her on the 10th step of the salary range S15, and represents a 10.72 percent increase above her current salary. We have reviewed the request and recommend Board approval of the attached DHS request to appoint Ms. Meyer.

As Executive Manager, HS Ms. Meyer will function as the Director of Policy and Governmental Relations and will be responsible for providing direct support and policy guidance to the Director of DHS, the Chief Executive Office and the Board of Supervisors. This position requires significant experience in the public sector of healthcare delivery as well as being able to articulate and advocate the needs of the County in legislative committees, with elected officials, and with senior management of all levels of government.

The Department indicates that Ms. Meyer has over 30 years of experience as a healthcare leader within the County. A copy of Ms. Meyers' resume and additional information from DHS is attached.

Each Supervisor
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Previously, Ms. Meyer was the Emergency Management Services (EMS) Director, and in this capacity she effectively advocated for service improvements throughout the County with local governments, fire and public safety officials, and State and Federal agencies. Ms. Meyer has built the County EMS agency's capabilities to respond to bioterrorism and disasters by creating a sophisticated and comprehensive support system that manages emergency response and the FEMA Disaster Medical Assistance Team.

The Department indicates that salary placement for Ms. Meyer at the 10th step of Salary Range S15 would be consistent with the level of experience and knowledge that she brings to this position. Based on the information provided by DHS regarding Ms. Meyers' experience and qualifications, we concur with their request to appoint her to the position of Executive Manager, HS at the requested salary.

In accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by August 15, 2007, we will advise DHS that authorization has been granted to proceed with Ms. Meyers' appointment to Executive Manager, HS, at an annual salary of \$152,060.64 effective August 16, 2007.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Latisha Thompson of this office at (213) 974-1157.

WTF:SRH:SAS
DRJ:LT:bjs

Attachments

c: Executive Officer, Board of Supervisors
Director and Chief Medical Officer, Department of Health Services
Director of Personnel

NON-PHYSICIAN MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Carol Meyer

Employee No.:

(Check one) NEW HIRE: _____ PROMOTION: ☒

I. FACILITY/PROGRAM

A. Provide organization chart & highlight the position – *Attach electronic copy of organization chart*

SEE ATTACHMENT

B. Describe where the position fits into the management organizational structure:

This position reports to the Chief Deputy Director, HS, who reports to the Director and Chief Medical Officer, DHS.

C. Describe the duties and responsibilities which reflect the scope and complexity of the position:

SEE ATTACHED DUTY STATEMENT

D. Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

SEE ATTACHED DUTY STATEMENT

E. Provide the candidate's résumé or curriculum vitae – *Attach electronic copy*

SEE ATTACHMENT

F. Identify highest paid subordinate reporting to this position

Name: Joanne Dave

Employee #:

Title: Staff Analyst, Health

Base Monthly Salary: \$ 6,673.64 (\$6,857.08 Calculated) Base Annual Salary: \$ 80,083.68 (\$82,285.08 Calculated)

Salary Range/Quartile: 95C, Step 5

G. Identify management position above the position requested

Name: John Cochran

Employee #:

Title: Chief Deputy Dir., Health Svcs. (UC)

Base Monthly Salary: \$ 23,111.15

Base Annual Salary: \$ 277,333.80

Salary Range/Quartile: R24

II. HUMAN RESOURCES

Certify that the position is vacant and budgeted – *Attach Item Control*

YES ☒ NO ☐

Verify current salary of the individual for whom the request is being submitted.

CURRENT BASE SALARY: Month: \$ 11,444.32 Annual: \$ 137,331.840 Range, Quartile: S14, Step 9

NEW HIRE OR PROMOTION: Designate amount of proposed monthly salary based on standard 5.5 increases and/or verify that requested salary is consistent with other managers in the department.

PERCENTAGE INCREASE OVER CURRENT SALARY: 10.72 %

PROPOSED SALARY: Monthly: \$ 12,671.72 Annually: \$ 152,060.64 Range, Quartile: S15, Step 10

Provide listing of all internal equivalent positions within facility/program – *Attach electronic copy*

SEE ATTACHMENT

Verify that candidate is listed on the appropriate Certification List and is reachable – *Attach electronic copy*

YES ☒ NO ☐

Request to Appoint Carol Meyer to Executive Manager, Health R-15

The Department of Health Services has had a vacant leadership position to lead DHS's legislative and government strategy with local, State and Federal elected and staff leaders. A significant component of the Department's financial support comes from State and Federal sources and will require full time, dedicated leadership to attempt to improve the position of Los Angeles County's reimbursement compared to its current levels.

This position, previously occupied by John Wallace at an R-15 level, provides direct support and policy guidance to the Director, CAO and Board of Supervisors. The position requires significant experience in the public sector of healthcare delivery as well as significant knowledge and experience of LA County's role in the broader healthcare system of Southern California. Finally, this position must be able to articulate and advocate the needs of Los Angeles County in legislative committees, with elected officials, and with senior management of all levels of government.

Carol Meyer exceeds these requirements. She holds a Masters in Public Administration and has more than 30 years of experience as a health care leader in the LA County system began at Harbor-UCLA Medical Center in the Harbor Emergency Department. Carol moved on to EMS, rising through a number of leadership positions to be the Director, EMS. This unique position in the Department carries with it a complex system coordination responsibility and integration of multiple public and private entities at the County level as well as regionally and statewide. Currently, she is President of the Emergency Medical Services Administrators' Association of California (EMSAAC).

In the EMS Director capacity, Carol has effectively advocated for service improvements throughout Los Angeles County with local governments, fire and public safety officials, and State and Federal agencies. Carol has built the LA County EMS agency's capabilities to respond to bioterrorism and disasters by creating a sophisticated and comprehensive support system that manages emergency response and the FEMA Disaster Medical Assistance Team for Los Angeles County.

Carol is regularly called upon as the legislative voice of emergency and trauma services on a statewide basis to advocate for new and changed trauma and emergency response services. She was actively involved in working with other county EMS agencies, local fire agencies and the legislature in the recent passage of legislation to increase revenue to the trauma system statewide. Carol works directly with Board offices and Board of Supervisor's themselves on all matters related to the countywide emergency medical care system.

Carol (Gunter) Meyer, BSN, MPA

CURRICULUM VITAE

PERSONAL DATA

Business Address: Department of Health Services
313 N. Figueroa, Rm 908A
Los Angeles, CA 90012

Business Phone: (213) 240-8370
FAX (213) 202-5591

Home Address:

Citizenship: United States

HIGHER EDUCATION (indicates date of completion)

1973 - Diploma graduate of Sioux Valley Hospital School of Nursing; Sioux Falls, South Dakota

1978 - Associate in Science, Long Beach City College; Long Beach, California;
Associate in Science

1986 - Bachelor of Science in Nursing, University of Phoenix; Phoenix, Arizona

1993 - Master of Public Administration, California State University Long Beach;
Long Beach, California

2000 - Leadership Essentials for County Managers, California State University Long
Beach; Long Beach, California

MILITARY SERVICE

June 1972 - May 1975 - Ensign/Charge Nurse, United States Navy - Honorable
Discharge

LICENSURE

Licensed to practice in the State of California, 1975, License No. RN249000
Community College Instructor Credential #15007

Carol (Gunter) Meyer, BSN, MPA

EXPERIENCE

- Management, decision-making and policy development for the Los Angeles County Emergency Medical Services (EMS) system.
- Strategic planning for EMS Agency on prehospital care, trauma, prevention, funding, health care education and other aspects of the healthcare system.
- Multi-disciplinary group management and interaction, including hospitals, fire departments, law enforcement, state and federal agencies, media, community groups, schools and colleges.
- Analysis of medical control of prehospital and in-hospital medical care.
- Oversight for coordination of patient transfers within the County system and with private hospitals in compliance with all local, state and federal laws, including EMTALA.
- Human resources management for division of over 200 employees.
- Contract and grants and budget development, monitoring and implementation.
- Legislative analysis and testimony/representation for EMS and health system issues.
- Management of programmatic and financial aspects of EMS funding, including AB75 Tobacco Tax Funds and SB612 EMS Funds. Includes inspection and auditing of hospital and physicians for contract and programmatic compliance.
- Interaction with Board of Supervisors and staff on EMS, trauma and related health issues.
- Planning and analysis for disaster operations for the Department of Health Services.
- Development of the Los Angeles County EMS and Trauma Plans.
- Organization and conduct of multiple public hearings on trauma system and emergency department closures.
- Media interviews.
- Representative of County on State, Regional and Federal EMS issues.

EMPLOYMENT HISTORY

May 2007 - Present Acting Director, Governmental Affairs, DHS

Payroll Title: EMS Director (4612A) May 1, 2007 - Present

Feb 2003 - Present Director, EMS Agency (Acting 2/03 – 4/04)
Executive Director of the Los Angeles County EMS Commission
Regional Disaster Medical/Health Coordinator for OES Region 1

Payroll Titles: EMS Director (4612A) April 2004 – May 1, 2007
EMS Assistant Director (4600A) Feb 2003 – April 2004

EMPLOYMENT HISTORY (cont.)

Mar 1994 - Feb 2003 Assistant Director, Emergency Medical Services Agency,
Department of Health Services, Commerce, California.
Administrative responsibilities included the following programs:
EMS Administrative Services (personnel, budget, contracts,
grants, procurement, facility, etc.), Paramedic Training Institute,
Office of Prehospital Certification, Patient Transportation
Services, and EMS Reimbursement Programs (AB99/Tobacco
Tax and SB12/612 -- Indigent Care Programs), Planning and
Public Information and Disaster Management.

Payroll Titles: Assistant Director, EMS (4600A) 11/14/00 to Feb 2003
Head, Management Services, HS (1077) 2/11/94 to 11/14/00

Dec 1986 - Mar 1994 Administrator, Paramedic Training
Los Angeles County EMS Agency Paramedic Training Institute,
Torrance, California

Payroll Title: Senior EMS Program Head Nov 2000 to Feb 2003

July 1984 - Dec 1986 Director of Education, Los Angeles County EMS Agency
Paramedic Training Institute, Torrance, California

Sept 1981 - July 1984 Primary Training Coordinator (Senior Nursing Instructor), Los
Angeles County EMS Agency's Paramedic Training Institute,
Torrance, California

May 1979 - Sept 1981 Nurse Instructor and Primary Training Coordinator, Los Angeles
County EMS Agency's Paramedic Training Institute, Torrance,
California

Feb 1978 - May 1979 Evening Charge Nurse, Emergency Department, Harbor/UCLA
Medical Center; Torrance, California

Feb 1977 - Feb 1978 Critical Care Nurse/Head Nurse, Cardiac Cath Lab,
Harbor/UCLA Medical Center; Torrance, California

May 1976 - Feb 1977 Critical Care Nurse/Charge Nurse, Surgical Intensive Care;
Harbor/UCLA Medical Center; Torrance, California

June 1975 - May 1976 Staff Nurse, Emergency Department; Harbor/UCLA Medical
Center; Torrance, California

PROFESSIONAL ACTIVITIES

Board Member and Current President – Emergency Medical Services Administrators' Association of California
City of Los Angeles, Mayor's Homeland Security Steering Committee
Project Administrator for the Federal HRSA Hospital Bioterrorism Preparation Grant (March 2002 to present)
Project Director of the Los Angeles County EMS Agency Pediatric Airway Management Project (state and federal grant funded project)
Member--L.A. City Fire Department Medical Advisory Council
Mobile Intensive Care Nurse (1978-1988)
California Community College Instructor Credential (Lifetime)
EMS Member/Staff to committees:

Executive Director, LA County EMS Commission
Hospital Council of Southern California
State EMS Authority Task Forces (various)
Physician Reimbursement Advisory Committee
Terrorism Early Warning Group

PUBLICATIONS/CONTRIBUTIONS

Stratton SJ, Kane G, Gunter C et al: Prospective study of manikin-only versus manikin and human subject endotracheal intubation training of paramedics. **Annals of Emergency Medicine** 1991;12:1314-1318.

Stratton SJ, Gunter C: The Art of Airway Management. **Journal of Emergency Medical Services** 1992; 17:54-61.

Stratton SJ, Gunter C: The Art of Airway Management. **Journal of Emergency Medical Services** 1992; 17:54-61. Stratton SJ, Underwood LA, Whalen SM and **Gunter CS**. Prehospital Pediatric Endotracheal Intubation: A Survey of the United States. **Prehospital and Disaster Medicine** October-December 1993, 8:4:323-326.

Gunter C and Crammer T: Medical Direction (chapter). In Seidel JS, Henderson DP, (eds), **Prehospital Care of Pediatric Patients**. Jones and Bartlett, Wilsonville, Oregon, 1996.

Stratton SJ, Hastings VP, Gunter C et al. The 1994 Northridge Earthquake Disaster Response: The Local Emergency Medical Services Agency Experience. **Prehospital and Disaster Medicine** 1996; 11:3:27-33.

Gausche M, Lewis RJ, Stratton SJ, Haynes B, Gunter C, Goodrich SM, Poore PD, McCollough MD, Henderson DP, Pratt F, Seidel JSS. Effect of Out-of-Hospital Pediatric Endotracheal Intubation on Survival and Neurological Outcome. **Journal of the American Medical Association** February 9, 2000, 283:6:783-790.

Director of Governmental Affairs

